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27 October 1947

SUBJECT: Uniform Conventions for NIS-Turkey (Tentative).
(Revised)

In order to develop the NIS-Turkey (Tentative) uniformly, it is requested that the following conventions be observed in the preparation of the text.

1. Text Headings. Topical headings will be indicated by the following sequence of letters and numbers:

I. (Chapter)	Text follows on new line.
I. (Section)	do.
A.	do.
(1)	do.
(a)	Text follows on same line.
1.	do.
a.	do.
1.	do.
a.	do.

2. Pagination. The section rather than the chapter will be the basic unit for numbering pages. Each page will carry the section and page number (i.e., Section 3, page 2, would be written "Page 3-2"). The attached sample page indicates the general layout to be followed.

3. Graphic Material. There will be three types of graphic materials: Figures, Plates, and Maps.

a. Figures include material such as black and white line cuts that can be printed with the text on ordinary paper.

b. Plates consist of coated sheets upon which are grouped photographs or other material requiring special paper.

c. Maps consist of material appearing on fold-in inserts.

Each type of material will be numbered separately, by sections. (In final printing, captions will appear at bottom of figures and plates, in upper right corner of maps.)

Example:

DOCUMENT NO. _____
NO CHANGE IN CLASS. ☐
X DECLASSIFIED
CLASS. CHANGED TO: TS S G
NEXT REVIEW DATE: _____
AUTH: HR 70-2
DATE: 5 NOV 1980 REVIEWER: 018645

Figure 2. Annual rainfall.

Plate 2. Coastal types.

Map 2. Coastal divisions.
Chapter II - Coasts and Landing Beaches
NIS-Turkey (Tentative)

SECRET

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4. Basic Outline.

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Chapter I.
Chapter II.

Brief

Geography

1. Introduction (including Strategic Summary)
2. Terrain (including relief, drainage, soil, vegetation, and summary of cities)
3. Coasts and Landing Beaches
4. Oceanography
5. Climate and Weather
6. Regional Analyses

Chapter III.

Transportation and Telecommunications

Chapter IV.

Cities and Towns

Chapter V.

Sociological

Chapter VI.

Political

Chapter VII.

Economic

Chapter VIII.

Scientific

Chapter IX.

Armed Forces (including under Naval Forces
"Ports and Naval Facilities.")

Chapter X.

Map, Chart and Photo Appraisal (including
appraisal of Hydrographic Charts and
aerial photographs)

Gazetteer.

Similar to JANIS but included at end of NIS.

5. Paper size for limited distribution will be $8\frac{1}{2}" \times 14"$. Text will be double spaced and mimeographed on both sides. Graphic materials may be photostated. In those cases where photostating will not suffice (i.e., colored maps), responsible agencies will furnish base maps to C.I.A. who will reproduce them for the study.

6. JANIS 51 system of transliteration of Turkish names will be used in all manuscripts. This limited edition will comprise 30 copies including all graphics materials. Material will be classified by sections.

7. Responsible agencies will write summaries of their chapters for submission to C.I.A. to be incorporated into Chapter I (Brief) by CIA. Sections produced by individual agencies will be summarized and submitted to agency having that chapter responsibility.

8. Uniform binders will be furnished to the responsible agencies by C.I.A.

25X1A9a

Chief,
Basic Intelligence Group

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NIS-TURKEY
(Tentative)

CHAPTER II
Geography

TYPE SPACE

Sample Sheet
NIS - TURKEY
(Tentative)

23 Oct. 1947

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